

CHAPTER -3(Manual -2)

Powers and Duties of Officers and Employees

3.1 Details of the powers and duties of Officers and employees of the Organisation

Sl. No.	Designation	Powers	
1.	Director (Group - A) Head of Department	Administrative	Overall supervision of the Departmental functions at Puducherry and the branch offices at Karaikal, Mahe and Yanam regions. Sanctioning of leave, sanctioning of increment and other advances to the officers of the Directorate and cash handing allowance to the cashier.
		Financial	Financial powers as redelegated to Head of Departments in G.O.Ms.No.59/2003/F3, dt. 11-2-2003 of Finance Department and Special Financial powers as in Annexure-II of G.O.Ms.No.25/82/F3, dt. 25-1-1982.
2.	Deputy Director (Establishment), Puducherry, Karaikal, Mahe and Yanam. (Group -B) Head of Office	Administrative	Sanctioning of leave, sanctioning of increment, Cycle and Fan advances, Family Planning allowances, Tour advances, Festival advances to Group- C and D employees, and overall incharge of Establishment matters.
		Financial	Financial powers as redelegated to Head of Offices in G.O.Ms.No.59/2003/F3, Dt.11-2-2003.
3.	Director, Deputy Directors, Puducherry, Branch Officers, Karaikal, Mahe and Yanam / Junior Accounts Officers.	Duties	Pre-auditing and passing of bills, issue of cheques and maintaining of accounts enforcing checks as laid down in Civil Accounts Manual/PAO manual following the rules, regulations, instructions, records as enumerated in Chapter-IV (Manual-3). The Director of Accounts and Treasuries is the custodian of Govt. cash and he exercises the exchequer control. Contingent bills upto Rs.5 lakhs and all pay bills are passed at the level of the branch Officers in the Directorate. Bills more than Rs.5 lakhs are submitted for scrutiny to the Director. All work bills upto Rs.2 lakhs are passed at the level of Branch Officers. Bills more than Rs.2 lakhs are submitted to the Director before passing in the Directorate. In Branch Offices at Karaikal, Mahe and Yanam regions, Deputy Directors are passing the bills without any limit.

Sl. No.	Designation	Powers	
4.	Sub-Ordinate Officers	Powers	There is no administrative or financial powers to the sub-ordinate Officers
		Duties	Pre-auditing of bills enforcing all checks as laid down in PAO Manual/Civil Accounts Manual following the rules, regulations, etc. as enumerated in Chapter- IV (Manual-3) The sections Superintendents are mainly responsible for exchequer control.
	Programmer	Powers	Nil
		Duties	Overall control of EDP personnel and programming and developing IT Solutions for various activities of the Directorate.
	EDP Personnel	Powers	Nil
		Duties	Assisting the Ministerial staff and carrying out the duties entrusted to them in the field of Maintaining the accounts in the computer.